

## MONTHLY REPORT OF DBE PARTICIPATION

This report must be submitted by the Contractor with each invoice or request for payment under this contract.

Project Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Project No.: \_\_\_\_\_

Contract No. \_\_\_\_\_

Period Covered by This Report: \_\_\_\_\_

Contract Amount (Including amendments) \$ \_\_\_\_\_

Total Invoice Amount:      **A.** Current: \_\_\_\_\_

Invoice/Progress Payment # \_\_\_\_\_

**B.** To Date: \_\_\_\_\_

**C.** DBE Contractual Participation Level: \_\_\_\_\_

DBE Consultant, Subcontractor, Supplier, Manufacturer, Vendor or Trucker	Type of Service or Materials Provided	Payments *			Subcontract Amount
		Prior Months	Current Month	To Date Total	
Name Address Telephone No.					
Name Address Telephone No.					
Name Address Telephone No.					
Name Address Telephone No.					

Note: Payments to DBE supplier or dealer that is not a manufacturer must be adjusted.

**D.** TOTAL Payment to Date \$ \_\_\_\_\_

**E.** DBE Participation to Date (**D**/**B**) \_\_\_\_\_ %

\_\_\_\_\_  
Signature of Prime Contractor or designated Representative

\_\_\_\_\_  
Print Name, Title and Contact Telephone No.

**INSTRUCTION FOR COMPLETING THE  
MONTHLY REPORT OF DBE PARTICIPATION**

List DBE Consultants, Subcontractors, Suppliers, Manufacturers, Vendors and Truckers on the **Monthly Report DBE Participation** in the same order as listed in the proposal.

Project Title:	Self-Explanatory
Project No.	Self-Explanatory
Period Covered by this Report:	Same period as invoice period
Contractor Name:	Self-Explanatory
Contractor No.:	Self-Explanatory
Contract Amount (including amendments):	Less Mobilization, Force Account Items and Allowance Items. Amendments should be listed separately with an explanation of how it will be allocated to DBEs and Non-DBEs
Invoice/Progress Payment No.:	Self-Explanatory

Invoice Amounts:

- A. Current: \$ "Payment Now Due" from the Progress Payment  
Same as invoice amount
- B. To Date: \$ "Invoice to Date"
- C. DBE Contractual Participation Level % Goal stated on Contractor's Goal from Proposal
- D. TOTAL Payment to Date \$ Summation of "Payment to Date" for DBE Consultant, Subcontractor, Supplier, Manufacturer, Vendor and Trucker

E. DBE Participation to Date (D%B):

$$100\% \times \frac{\text{Total DBE \$ Payment to Date}}{\$ \text{ Invoice to Date}} = \text{to nearest 0.1\%}$$

F. Contract Provisions

The name, address & telephone number of the DBE Consultant, Subcontractor, Supplier, Manufacture, Trucker, and Vendor should be listed on the initial monthly report. In subsequent reports, only the name is required.

The prime contractor shall complete monthly reports and invoice and submit them to the project engineer. The DPW may not process payments without the monthly report. The project engineer shall submit the monthly report to the Office of Civil Rights, Attn: OCR-D.